

## INTERNAL SERVICE FUNDS

This section contains the adopted budgets for the City's seven Internal Services Funds which are administered by various departments. These funds are used to accumulate money to ensure adequate maintenance and replacement of a variety of durable capital goods, or to provide various internal services to other departments.

**The funds in this section include:**

General Liability Insurance Fund	Fund 530
Workers Compensation Insurance Fund	Fund 531
Vehicle Equipment Replacement Fund	Fund 532
Office Equipment Maintenance Fund	Fund 533
Municipal Building Replacement Fund	Fund 534
Communications Replacement Fund	Fund 535
Computer Equipment Replacement Fund	Fund 537

# General Liability Insurance Fund

530MS04A

This Fund provides for a centralized funding mechanism which protects the City's assets through a comprehensive Risk Management Program. The total cost of the Fund is charged to the departments through their 62220 line-item charges. The General Liability Insurance Fund is comprised of four programs: Liability Premiums, Liability Claims, Property Premiums, and Other Premiums. Liability Premiums include premiums and broker services, and Liability Claims provides claims and claims investigation. Also included in this Fund are Property Premiums, which includes property appraisal fees, premiums for property, and boilers and machinery; and Other Premiums, such as volunteers, faithful performance, helicopter coverage, and DeBell Golf Course liability coverage. The Management Services Department, Risk Management Division, administers the General Liability Insurance Fund.

## FUND SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
<b>Materials, Supplies, Services</b>	\$ 877,202	\$ 4,851,955	\$ 4,936,712	\$ 84,757
<b>Contributions to Other Funds</b>	88,619			
<b>TOTAL</b>	<u>\$ 965,821</u>	<u>\$ 4,851,955</u>	<u>\$ 4,936,712</u>	<u>\$ 84,757</u>

	EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
<b>MATERIALS, SUPPLIES, SERVICES</b>				
62055 Outside Legal Services		\$ 80,000	\$ 80,000	
62070 Litigation - City Attorney	6,789	414,000	476,100	62,100
62070.1000 Litigation - Plaintiff	67,216	15,000	15,000	
62070.1001 Litigation - Civil Service		40,000	40,000	
62085 Other Professional Services	22,218	83,600	83,600	
62220 Insurance		1,448,628	1,448,628	
62220.1000 Accid. Death & Dismemberment		100,000	100,000	
62220.1001 Earthquake		500,000	500,000	
62220.1005 Special Events			3,000	3,000
62235 Services of Other Dept - Indirect	232,640	387,226	396,104	8,878
62240 Services of Other Dept - Direct	281,121	232,251	243,030	10,779
62655.1000 Burbank on Parade	687	5,000	5,000	
62870 Uninsured Losses		10,000	10,000	
62875 Judgements - Uninsured Losses	266,531	1,536,250	1,536,250	
	<u>877,202</u>	<u>4,851,955</u>	<u>4,936,712</u>	<u>84,757</u>
<b>CONTRIBUTIONS TO OTHER FUNDS</b>				
85101 Contributions to Fund 310	\$ 25,000			
85101 Contributions to Fund 537	63,619			
	<u>88,619</u>			
<b>PROGRAM TOTAL</b>	<u>\$ 965,821</u>	<u>\$ 4,851,955</u>	<u>\$ 4,936,712</u>	<u>\$ 84,757</u>

# Workers' Compensation Fund

531MS04A

This Fund provides for the City's Workers' Compensation Program in an effort to help reduce costs and better serve City employees. Each department contributes to this Fund through the applicable expenditure accounts. The Management Services Department, Risk Management Division, administers this Fund.

## FUND SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 9,920,186	\$ 7,347,847	\$ 8,157,838	\$ 809,991
Contributions to Other Funds	86,052			
<b>TOTAL</b>	<b>\$ 10,006,238</b>	<b>\$ 7,347,847</b>	<b>\$ 8,157,838</b>	<b>\$ 809,991</b>

## Administration

This program provides for the administration of the City's Workers' Compensation program.

	EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62085 Other Professional Services	\$ 19,764	\$ 47,267	\$ 47,267	
62125 Medical Services	8,221	20,000	20,000	
62235 Services of Other Dept - Indirect	253,962	369,267	242,334	(126,933)
62240 Services of Other Dept - Direct	538,047	594,915	601,630	6,715
62316 Software and hardware		25,000	25,000	
62875 Judgments - uninsured losses	23			
	<b>820,017</b>	<b>1,056,449</b>	<b>936,231</b>	<b>(120,218)</b>
CONTRIBUTIONS TO OTHER FUNDS				
85101 Contributions to Fund 537	\$ 86,052			
	<b>86,052</b>			
<b>PROGRAM TOTAL</b>	<b>\$ 906,069</b>	<b>\$ 1,056,449</b>	<b>\$ 936,231</b>	<b>\$ (120,218)</b>

## Workers' Compensation Fund Re-Insurance Program

This program provides for the City's Workers' Compensation self insurance premium for protection against catastrophic Workers' Compensation claims. The City currently purchases excess Workers' Compensation coverage through a Joint Power Authority (JPA) composed of over 800 cities, school districts, counties, and water districts.

	EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62220 Insurance	\$ 3,671,146	\$ 400,200	\$ 460,230	\$ 60,030
62220.1004 State Self-Insurance Fee		98,748	113,560	14,812
	<b>3,671,146</b>	<b>498,948</b>	<b>573,790</b>	<b>74,842</b>
<b>PROGRAM TOTAL</b>	<b>\$ 3,671,146</b>	<b>\$ 498,948</b>	<b>\$ 573,790</b>	<b>\$ 74,842</b>

## Claims Reserve Program

This program largely provides for Workers Compensation claims incurred by City employees.

### BUDGET HIGHLIGHTS

The Workers Compensation Claim Reserves account pays short and long-term expenses which may exceed parameters of a single fiscal year. Any unused balance is placed in reserve to cover unanticipated claim costs and the balance of unpaid claims.

The Disability Reimbursement account was established to reimburse individual departments for advances made to the Workers' Compensation Program for temporary disability payments made as part of salary continuance. Refunds are determined by analysis of actual claims from each department.

	EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62880 Work Comp Ins Claim Reserve	\$ 4,440,060	\$ 4,529,450	\$ 5,208,867	\$ 679,417
62885 Work Comp Stat Reim (TDISA)	876,034	1,173,000	1,348,950	175,950
62890 Unemployment Insurance	112,929	90,000	90,000	
	<b>5,429,023</b>	<b>5,792,450</b>	<b>6,647,817</b>	<b>855,367</b>
<b>PROGRAM TOTAL</b>	<b>\$ 5,429,023</b>	<b>\$ 5,792,450</b>	<b>\$ 6,647,817</b>	<b>\$ 855,367</b>

# Vehicle Equipment Replacement Fund

This Fund provides for the orderly replacement and maintenance of general government vehicular equipment.

## FUND SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	19,500	19,500	19,500	
Salaries & Benefits	\$ 1,692,424	\$ 1,781,708	\$ 1,828,877	\$ 47,169
Materials, Supplies, Services	6,169,626	5,553,453	6,379,941	826,488
Capital Outlay		539,700	2,534,343	1,994,643
Capital Improvements	1,440,075	-	200,000	200,000
<b>TOTAL</b>	<b>\$ 9,302,125</b>	<b>\$ 7,874,861</b>	<b>\$ 10,943,161</b>	<b>\$ 3,068,300</b>

## Fleet Program 532PW34A

The fleet program is responsible for the replacement, repair, and maintenance of all general City motorized equipment. This includes equipment ranging from chain saws up to fire engines and landfill bulldozers and everything in between. The Capital Outlay – Vehicles account reflects the cumulative dollars identified for vehicle replacement in FY 2008-09.

	EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
STAFF YEARS	19,500	19,500	19,500	
SALARIES & BENEFITS				
60001 Salaries & Wages	\$ 1,078,818	\$ 1,173,972	\$ 1,200,469	\$ 26,497
60006 Overtime	21,451	7,322	7,322	
60012 Fringe Benefits	585,497	600,414	621,086	20,672
60023 Uniform & Tool Allowance	6,658			
	<b>1,692,424</b>	<b>1,781,708</b>	<b>1,828,877</b>	<b>47,169</b>
MATERIALS, SUPPLIES, SERVICES				
62000 Utilities	\$ 107,736	\$ 100,000	\$ 100,000	
62170 Private Contractual Services	83,060	60,000	140,000	80,000
62220 Insurance	73,017	73,017	73,017	
62225 Custodial Services	29			
62240 Services of Other Dept - Direct	18,116	20,565	21,785	1,220
62260 Services of PW Mgmt	118,295	118,295	118,295	
62300 Special Departmental Supplies	21,388	10,872	10,872	
62305 Reimbursable Materials	60			
62360 Non-Vehicle Equip Maint Repair	847			
62405 Uniform & Tool Allowance	5,050	8,070	8,070	
62420 Books & Periodicals	606	324	324	
62430 Auto Equip Maint & Repairs	1,862,094	1,390,000	1,700,000	310,000
62435 General Equip Maint & Repairs		5,509	5,509	
62440 Office Equip Maint & Repairs		152	152	
62450 Build Grounds Maint & Repairs		2,070	2,070	
62455 Equipment Rentals	10,000	10,000	60,000	50,000
62470 F533 Office Equipment Rental	794	794		(794)

# Vehicle Equipment Replacement Fund

## Fleet Program

### 532PW34A (Cont.)

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2006-07	FY 2007-08	FY 2008-09	PRIOR YEAR
62475	F532 Vehicle Equipment Rental	\$ 35,967	\$ 303,959	\$ 386,483	82,524
62485	F535 Comm Equip Rental	11,159	11,836	12,380	544
62496	F537 Computer Equip Rental	2,670	7,367	15,952	8,585
62700	Memberships & Dues	276	276	276	
62755	Training	12,212	28,000	28,000	
62780	Fuel - Oil	1,297,806	1,326,500	1,580,000	253,500
62840	Small Tools	447			
62875	Judgments - Uninsured Losses	103,691	50,500	100,000	49,500
62895	Miscellaneous	100	100	100	
63010	Depreciation - Infrastructure	35,184	26,722	26,722	
63015	Depreciation - Mach & Equip	182,204	144,814	144,814	
63035	Depreciation - Vehicles	2,181,130	1,853,711	1,841,687	(12,024)
63047	Depreciation - Telephones	2,255			
63310	Inventory Overhead	3,433		3,433	3,433
		<b>6,169,626</b>	<b>5,553,453</b>	<b>6,379,941</b>	<b>826,488</b>
CAPITAL OUTLAY					
15101	Vehicles - Clearing		\$ 539,700.00	\$ 2,534,343.00	\$ 1,994,643.00
			<b>539,700</b>	<b>2,534,343</b>	<b>1,994,643</b>
CAPITAL IMPROVEMENTS					
15032.13714	Equipment Shop Modification	\$ 791,111			
15032.14916	Retrofit Underground Tank	648,964			
15042.18410	Rpr/Repl Flare at City Yard			200,000	200,000
		<b>1,440,075</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>
<b>PROGRAM TOTAL</b>		<b>\$ 9,302,125</b>	<b>\$ 7,874,861</b>	<b>\$ 10,943,161</b>	<b>\$ 3,068,300</b>

# Office Equipment Replacement Fund

533ND000

This Fund provides for the orderly replacement and maintenance of office equipment such as furniture, tools, and machines. These activities are coordinated through the Financial Services Department's Budget Division.

## BUDGET HIGHLIGHTS

The Capital Outlay-Holding account provides for scheduled replacement of all office equipment that is at the end of its useful life, pending staff review. During the year, funds from this account are released into a designated account to replace assets. The Non-Capitalized Assets account was set up in FY 2003-04 to serve as a yearly office equipment "allowance" for City Departments. A department may use this account to purchase items costing less than \$5,000.

## FUND SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 348,302	\$ 373,656	\$ 365,756	\$ (7,900)
Capital Outlay		78,389	23,590	(54,799)
Contributions To Other Funds		282,222	78,004	(204,218)
<b>TOTAL</b>	<b>\$ 348,302</b>	<b>\$ 734,267</b>	<b>\$ 467,350</b>	<b>\$ (266,917)</b>

	EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62440 Office Equip Maint & Repairs	\$ 153	\$ 15,000	\$ 15,000	
63015 Depreciation - Machinery & Equip	225,854	210,000	202,100	(7,900)
63030 Depreciation - Furniture	3,134			
63045 Depreciation - Other	13,753			
63050 Non-Capitalized Assets	105,408	148,656	148,656	
	<b>348,302</b>	<b>373,656</b>	<b>365,756</b>	<b>(7,900)</b>
CAPITAL OUTLAY				
70020 Holding - Capital		\$ 78,389	\$ 23,590	\$ (54,799)
		<b>78,389</b>	<b>23,590</b>	<b>(54,799)</b>
CONTRIBUTIONS TO OTHER FUNDS				
70023.0537 Contribution to Fund 537		\$ 282,222	\$ 78,004	\$ (204,218)
		<b>282,222</b>	<b>78,004</b>	<b>(204,218)</b>
<b>PROGRAM TOTAL</b>	<b>\$ 348,302</b>	<b>\$ 734,267</b>	<b>\$ 467,350</b>	<b>\$ (266,917)</b>

# Municipal Building Maintenance Fund

This Fund provides for the maintenance of general government buildings. The Public Works Department administers this Fund and Park, Recreation and Community Services handles a portion of funds specifically designated for park facilities projects. Fund 534's funding comes from five percent of the City's Sales Tax revenues.

## FUND SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	2,000	1,000	1,000	
Salaries & Benefits	\$ 13,445	\$ 57,441	\$ 58,910	\$ 1,469
Materials, Supplies, Services	1,694,159	1,491,923	1,693,209	201,286
Capital Improvements	2,026,510	1,685,512	1,748,862	63,350
Contributions to Other Funds	25,000			
<b>TOTAL</b>	<b>\$ 3,759,114</b>	<b>\$ 3,234,876</b>	<b>\$ 3,500,981</b>	<b>\$ 266,105</b>

## Park Facilities Maintenance Program

534PR21A

Park, Recreation and Community Services receives a set portion of funds from the allocation to fund 534 to be used towards maintenance of park facilities. Each year, staff evaluates needs and may allocate toward specific projects as designated in the Capital Improvements section. Specific details on each of the identified projects may be found within the Capital Improvement Program (CIP) budget.

	EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
<b>MATERIALS, SUPPLIES, SERVICES</b>				
62170 Private Contractual Services	\$ 44,520	\$ 50,000	\$ 50,000	
62450 Build Grounds Maint & Repairs	73,342	75,000	75,000	
63000 Depreciation - Land Imprvmnts		5,813	5,288	(525)
63005 Depreciation - Buildings		3,640	7,936	4,296
63010 Depreciation - Infrastructure		11,417	19,005	7,588
63015 Depreciation - Mach & Equip		3,900	3,900	
63045 Depreciation - Other Non-Utility		2,632	2,632	
	<b>117,862</b>	<b>152,402</b>	<b>163,761</b>	
<b>CAPITAL IMPROVEMENTS</b>				
15032.12901 Irrigation Repairs & Imprvmnts	\$ 33			
15032.14329 Belaire Ballfield Entrance	11,013	85,000		(85,000)
15032.14331 Stough Park Restrooms	20,360	250,000		(250,000)
15032.15166 Playground-Izay Park	18,558			
15032.16697 Tuttle Center Expansion	84,317			
15032.16700 Irrigation Rep/Imp - Citywide	77,837			
15032.16701 McCambridge Shade Structure	92,971			
15032.16703 Miller Park Play Equipment	80,483			
15032.16717 Starlight Bowl Disabled Access	43,669			
15032.17622 Irrigation Repairs / Improvements		50,000	50,000	
15032.17623 Brace Park Shade Structure		65,000		(65,000)
15032.18456 Santa Anita Playlot			175,000	175,000
15032.18457 Resurface Gym Floors			13,000	13,000
	<b>429,241</b>	<b>450,000</b>	<b>238,000</b>	<b>(212,000)</b>
<b>CONTRIBUTIONS TO OTHER FUNDS</b>				
85101.0370 Contribution to Fund 370	\$ 25,000			
	<b>25,000</b>			
<b>PROGRAM TOTAL</b>	<b>\$ 572,103</b>	<b>\$ 602,402</b>	<b>\$ 401,761</b>	<b>\$ (200,641)</b>



# Municipal Building Maintenance Fund

**534PW33A**

Public Works' Fleet and Building Maintenance Division oversees a variety of projects related to the improvement of existing municipal facilities. The Private Contractual Repairs account is used to fund building core systems maintenance & repair contracts.

		<b>EXPENDITURES</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>CHANGE FROM</b>
		<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>PRIOR YEAR</b>
STAFF YEARS		2.000	1.000	1.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 1,997	\$ 34,542	\$ 35,310	\$ 768
60012	Fringe Benefits	11,448	22,899	23,600	701
		<b>13,445</b>	<b>57,441</b>	<b>58,910</b>	<b>1,469</b>
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities			\$ 230,000	\$ 230,000
62170	Private Contractual Services	1,186,521	850,000	850,000	
62170.16665	Misc Paint/Repairs Various Bldgs	13,367	73,000	73,000	
62170.17420	Pop Up Projects	57,868	107,000	107,000	
62170.17476	Corporate Yard Master Plan		100,000		(100,000)
62300	Special Departmental Supplies	30			
62450	Building Grounds Maintenance	318			
63000	Depreciation - Land	5,813		5,813	5,813
63005	Depreciation - Buildings	140,056	111,440	146,452	35,012
63010	Depreciation - Infrastructure	47,820	31,994	29,258	(2,736)
63011	Depreciation - Road & Street	1,558	1,558	1,558	
63014	Depreciation - Parks & Street	250	250	250	
63015	Depreciation - Mach & Equip	68,179	64,279	34,232	(30,047)
63040	Depreciation - Computers	51,885		51,885	51,885
63045	Depreciation - Other	2,632			
		<b>1,576,297</b>	<b>1,339,521</b>	<b>1,529,448</b>	<b>189,927</b>
CAPITAL IMPROVEMENTS					
15022.14905	Replace PW Yard Elec Panels	73,328			
15022.14907	Replace Carpet at Joslyn	12,802			
15022.14909	Rapair Class Div Fire Training	7,685			
15022.15012	Animal Shelter Kennel Remodel	105,073			
15022.15698	Replace Carpeting Fire St. 13	11,495			
15022.15709	Police/Fire Awning	1,235			
15022.15861	Boys & Girls Club Flagpole	3,025			
15022.16073	Pw Yard Streets Lunch Rm	12,945			
15022.16214	Remodel Equipment Office	11,783			
15022.16645	Colony Theatre Paint/Lights Ext	16,560	30,000		(30,000)
15022.16648	Joslyn Exterior Lighting	4,070			

# Municipal Building Maintenance Fund

534PW33A (Cont.)

	EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
15022.16651 Olive Rec Ctr Door Replacement	54,514			
15022.16652 Replace Timbers at Tennis Ctr	9,071			
15022.16763 Modular Building Lease	107,167			
15022.18417 HVAC Repair/Replcmnt Various			400,000	400,000
15022.18423 HVAC Repair/Replcmnt Police/F			450,000	450,000
15032 Infrastructure - Work in Progress	8,074			
15032.12986 Citywide Seismic Retrofit Design		390,862	390,862	
15032.13714 Equipment Shop Modifications	578,115			
15032.13715 Driveway Aprons - Fire St. 16	13,350			
15032.14981 Water Rec Lab Modification	16			
15032.15323 Seismic Retrofit Project	10,237			
15032.16501 City Hall Emergency Generator	5,738			
15032.16572 Undergrd Water Tank -Retrofit	550,970			
15032.17551 Brace Cyn Restroom Roof Repl		5,150		(5,150)
15032.17554 Izay Park Restroom Roof Repl		5,000		(5,000)
15032.17555 Izay Park Little Theater Roof Repl		32,000		(32,000)
15032.17559 Olive Park Restroom Roof Repl		12,500		(12,500)
15032.17560 Olive Rec Cntr Roof Replacement		117,000		(117,000)
15032.17562 Robert Gross Park Roof Repl		32,000		(32,000)
15032.17564 Tuttle Center Roof Repl		22,000		(22,000)
15032.17565 Valley Park Restroom Roof Repl		6,000		(6,000)
15032.17566 Verdugo Park Cabin Roof Repl		8,000		(8,000)
15032.17569 Wash Rack & Mtls Strg Canopies		125,000		(125,000)
15032.17576 Corporate Yard Generator		450,000		(450,000)
15032.18416 Roof Repairs Various City Facilitie			130,000	130,000
70019 Building Improvements	16			
15022.18418 Air Sppt Septic Sys Replcmnt			60,000	60,000
15022.18420 Covered Pkg for Cmnd Post Unit			30,000	30,000
15022.18422 Olive Rec Cntr Dance Floor			35,000	35,000
15022.18419 Rpr/Rplc Frnt Drs at BV Library			15,000	15,000
	<b>1,597,269</b>	<b>1,235,512</b>	<b>1,510,862</b>	<b>275,350</b>
<b>PROGRAM TOTAL</b>	<b>\$ 3,187,011</b>	<b>\$ 2,632,474</b>	<b>\$ 3,099,220</b>	<b>\$ 466,746</b>

# Communication Equipment Replacement Fund

This Fund provides for the maintenance, operation, and replacement of communications equipment, such as telephones, radios, etc. The Fund also provides support for public address and video casting systems. The departments are billed for these services in the Communication Rental (62485) accounts. The Burbank Water & Power Department administers this Fund.

## FUND SUMMARY

	EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	6.000	6.000	6.000	
<b>Salaries &amp; Benefits</b>	\$ 759,978	\$ 675,898	\$ 733,979	\$ 58,081
<b>Materials, Supplies, Services</b>	1,620,622	1,985,781	2,068,853	83,072
<b>Capital Outlay</b>		410,500	1,298,150	887,650
<b>Contributions to Other Funds</b>			216,414	216,414
<b>TOTAL</b>	<u>\$ 2,380,600</u>	<u>\$ 3,072,179</u>	<u>\$ 4,317,396</u>	<u>\$ 1,245,217</u>

# Communication Equipment Replacement Fund

## Telephone System

### 535PS71A-B

This program provides the maintenance, operation and replacement of the City's telephone system.

		EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
STAFF YEARS		0.700	0.700	0.700	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 197,253	\$ 67,413	\$ 72,754	\$ 5,341
60006	Overtime	1,881	8,500	8,500	
60012	Fringe Benefits	27,566	23,756	27,061	3,305
60013	Fringe Benefits - Overtime Meals	12	375		(375)
60023	Uniform & Tool Allowance	360			
		<b>227,072</b>	<b>100,044</b>	<b>108,315</b>	<b>8,271</b>
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 356,899	\$ 460,000	\$ 510,000	\$ 50,000
62170	Private Contractual Services	4,800	13,500	13,500	
62300	Special Departmental Supplies	(6,123)	5,000	5,000	
62310	Office Supplies		650	650	
62315	Radio Supplies & Maintenance	148			
62320	Telephone Supplies & Maint	7,682	20,000	20,000	
62400	Telephone Supplies Handling		2,000	2,000	
62405	Uniform & Tool Allowance		1,000	1,000	
62420	Books & Periodicals	357	200	200	
62450	Building Grounds Maint	58			
62465	Building Rentals		15,000	15,000	
62475	F532 Vehicle Equipment Rental	5,201	5,326		(5,326)
62485	F535 Comm Equip Rental	6,111	2,865	21,379	18,514
62496	F537 Computer Equip Rental			1,093	1,093
62755	Training		4,045	4,190	145
62895	Miscellaneous		1,000	1,000	
63047	Depreciation - Telephone	2,970	105,000	105,000	
63131.1000	Ovrhd Recovery- Fleet Allocation	2,880			
63310	Inventory Overhead	122			
		<b>381,105</b>	<b>635,586</b>	<b>700,012</b>	<b>64,426</b>
15022	Buildings-work in progress				
15041	Machinery & Equipment-Clearing		\$ 20,000		\$ (20,000)
15141	Telephone System-Clearing		1,500	1,200,000	1,198,500
			<b>21,500</b>	<b>1,200,000</b>	<b>1,178,500</b>
<b>PROGRAM TOTAL</b>		<b>\$ 608,177</b>	<b>\$ 757,130</b>	<b>\$ 2,008,327</b>	<b>\$ 1,251,197</b>

# Communication Equipment Replacement Fund Radio System

**535PS72A-B**

This program provides the maintenance, operation and replacement of the City's UHF Radio system.

		<b>EXPENDITURES</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>CHANGE FROM</b>
		<b>FY 2006-07</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>PRIOR YEAR</b>
STAFF YEARS		5.300	5.300	5.300	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 379,829	\$ 403,679	\$ 430,485	\$ 26,806
60006	Overtime	31,549	16,500	16,500	
60012	Fringe Benefits	116,145	155,300	178,679	23,379
60013	Fringe Benefits - Overtime Meals	180	375		(375)
60015	Wellness Program Reimbursemt.	888			
60023	Uniform & Tool Allowance	4,315			
		<b>532,906</b>	<b>575,854</b>	<b>625,664</b>	<b>49,810</b>
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 39,948	\$ 47,000	\$ 52,000	\$ 5,000
62085	Other Professional Services		12,000	11,000	(1,000)
62135	Governmental Services	379			
62170	Private Contractual Services	130,254	223,000	246,200	23,200
62220	Insurance	3,390	3,390	3,390	
62225	Custodial Services	25	10,000		(10,000)
62300	Special Departmental Supplies	3,894	650	10,000	9,350
62310	Office Supplies			650	650
62315	Radio Supplies & Maintenance	59,867	81,000	81,000	
62320	Telephone Supplies & Maint	1,660			
62330	Radio Batteries	60,221	44,000	49,000	5,000
62395	Radio Supplies Handling		6,000	6,000	
62405	Uniform & Tool Allowance		4,000	4,000	
62420	Books & Periodicals	76	300	300	
62430	Auto Equipment Maintenance	24			
62435	General Equip Maint & Repairs	540	10,000	10,000	
62450	Build Grounds Maint & Repairs	582	5,000	5,000	
62465	Building Rental		35,000	35,000	
62475	F532 Vehicle Equipment Rental	18,474	13,259	5,326	(7,933)
62485	F535 Comm Equip Rental	39,342	17,601		(17,601)
62700	Memberships & Dues	673	460	805	345
62710	Travel	821	5,754	5,928	174
62755	Training	10,077	10,681	12,142	1,461
62895	Miscellaneous	2,750	1,100	1,100	
62895.1002	Miscellaneous-Phys. Invent. Var.	60			
63046	Depreciation - Radio	866,126	820,000	830,000	10,000
63310	Inventory Overhead	334			
		<b>1,239,517</b>	<b>1,350,195</b>	<b>1,368,841</b>	<b>18,646</b>
CAPITAL OUTLAY					
15041	Machinery & Equipment Clearing		\$ 389,000	\$ 10,000	\$ (379,000)
15141	Radio-Clearing	20,242		40,000	40,000
70009	Office Equipment	20,620		48,150	48,150
70021	Software	4,336			
		<b>45,198</b>	<b>389,000</b>	<b>98,150</b>	<b>(290,850)</b>
CONTRIBUTIONS TO OTHER FUNDS					
70023.0537	Contribution to Fund 537			\$ 216,414	\$ 216,414
				<b>216,414</b>	<b>216,414</b>
<b>PROGRAM TOTAL</b>		<b>\$ 1,817,621</b>	<b>\$ 2,315,049</b>	<b>\$ 2,309,069</b>	<b>\$ (5,980)</b>

# Computer Equipment Replacement Fund

537IT01-05A

This Fund provides for the orderly replacement and maintenance of computer equipment. These activities are coordinated through the Information Technology Department. OPERATIONS provides for the replacement of personal computers and peripheral equipment, other hardware and software needs. NETWORKING provides for the network infrastructure. ORACLE provides for the financials (including budget and payroll), human resources, and work order/asset management systems.

## FUND SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 1,355,884	\$ 2,034,076	\$ 1,905,890	\$ (128,186)
Capital Outlay	13,147	1,376,222	263,004	(1,113,218)
<b>TOTAL</b>	<b>\$ 1,369,031</b>	<b>\$ 3,410,298</b>	<b>\$ 2,168,894</b>	<b>\$ (1,241,404)</b>

## Operations

537IT01A

	EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62170 Private Contractual Services		\$ 3,700	\$ 21,700	\$ 18,000
62240 Services of Other Dept-Direct	88,719	89,586	98,355	8,769
62440 Office Equip Maint & Repairs	260,871	295,000	295,000	
63040 Depreciation - Comps./Software	129,412	295,120	295,120	
63050 Non-Capitalized Assets - PCs	286,780	550,000	375,000	(175,000)
	<b>765,782</b>	<b>1,233,406</b>	<b>1,085,175</b>	<b>(148,231)</b>
CAPITAL OUTLAY				
15111 Computers & Software-Clearing	\$ 5,330	\$ 30,000	\$ 12,000	\$ (18,000)
	<b>5,330</b>	<b>30,000</b>	<b>12,000</b>	<b>(18,000)</b>
<b>PROGRAM TOTAL</b>	<b>\$ 771,112</b>	<b>\$ 1,263,406</b>	<b>\$ 1,097,175</b>	<b>\$ (166,231)</b>

# Computer Equipment Replacement Fund Networking

## 537IT02A

		EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62170	Private Contractual Services			\$ 36,000	\$ 36,000
62316	Software and hardware	\$ 36,981			
62440	Office Equip Maint & Repairs	147,298	300,000	300,000	
63040	Depreciation - Comps./Software	59,288			
63050	Non-capitalized assets	21,580		50,000	50,000
		<b>265,147</b>	<b>300,000</b>	<b>386,000</b>	<b>386,000</b>
CAPITAL OUTLAY					
15111	Computers & Software-Clearing		\$ 670,000	\$ 136,000	\$ (534,000)
			<b>670,000</b>	<b>136,000</b>	<b>(534,000)</b>
<b>PROGRAM TOTAL</b>		<b>\$ 265,147</b>	<b>\$ 970,000</b>	<b>\$ 522,000</b>	<b>\$ (448,000)</b>

# Geographic information Systems (GIS)

## 537IT03A

		EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62170	Private Contractual Services		\$ 58,000		\$ (58,000)
62440	Office Equip Maint & Repairs	1,375	7,500	7,500	
63040	Depreciation - Comps./Software	4,679			
		<b>6,054</b>	<b>65,500</b>	<b>7,500</b>	<b>(58,000)</b>
CAPITAL OUTLAY					
15111	Computers & Software-Clearing			\$ 13,000	\$ 13,000
				<b>13,000</b>	<b>13,000</b>
<b>PROGRAM TOTAL</b>		<b>\$ 6,054</b>	<b>\$ 65,500</b>	<b>\$ 20,500</b>	<b>\$ (45,000)</b>

# Oracle

## 537IT04A

		EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62085.12609	Other Prof. Svcs. - Oracle	\$ 122,788			
62440	Office Equip Maint & Repairs	22,264	250,000	250,000	
62755	Training	24,272			
63040	Depreciation - Comps./Software	94,315			
		<b>263,639</b>	<b>250,000</b>	<b>250,000</b>	
CAPITAL OUTLAY					
15111	Computers & Software-Clearing	\$ 4,392			
		<b>4,392</b>			
<b>PROGRAM TOTAL</b>		<b>\$ 268,031</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	

## Computer Equipment Replacement Fund

### Document Imaging

#### 537IT05A

		EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62440	Office Equip Maint & Repairs	\$ 29,939	\$ 46,000	\$ 35,000	\$ (11,000)
62755	Training	900			
63040	Depreciation - Comps./Software	6,061			
		<b>36,900</b>	<b>46,000</b>	<b>35,000</b>	<b>(11,000)</b>
CAPITAL OUTLAY					
15111	Computers & Software-Clearing		\$ 44,000		\$ (44,000)
70021	Software	3,425			
		<b>3,425</b>	<b>44,000</b>		<b>44,000</b>
<b>PROGRAM TOTAL</b>		<b>\$ 40,325</b>	<b>\$ 90,000</b>	<b>\$ 35,000</b>	<b>\$ (55,000)</b>

## Computer Equipment Replacement Fund

This section contains items that are budgeted within multiple departmental cost centers contained in this fund.

		EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
FD01A.62440	Office Equipment Maint. & Repa		\$ 1,500	\$ 1,500	\$ 1,500
FD04A.62316	Software & Hardware	8,700	9,135	10,290	1,155
PD01A.62440	Office Equipment Maint. & Repai	9,662	45,000	45,000	
PD04A.62440	Office Equipment Maint. & Repai		5,760	7,650	1,890
CD41A.62440	Office Equipment Maint. & Repai		77,775	77,775	
		<b>18,362</b>	<b>139,170</b>	<b>142,215</b>	<b>4,545</b>
CAPITAL OUTLAY					
FD02A.15111	Computers & Software-Clearing		\$ 50,000	\$ 12,000	\$ (38,000)
FD04A.15111	Computers & Software-Clearing			12,000	
15112.15788	Police Safety Suite Project		282,222	78,004	(204,218)
			<b>332,222</b>	<b>102,004</b>	<b>(230,218)</b>
<b>PROGRAM TOTAL</b>		<b>\$ 18,362</b>	<b>\$ 471,392</b>	<b>\$ 244,219</b>	<b>\$ (227,173)</b>

## Capital Projects - CDD and PW

### 537CD21A, 537PW21B

		EXPENDITURES FY 2006-07	BUDGET FY 2007-08	BUDGET FY 2008-09	CHANGE FROM PRIOR YEAR
CAPITAL OUTLAY					
15112.15878	One Stop Permits Center Prgm.		\$ 300,000		\$ (300,000)
			<b>300,000</b>		<b>(300,000)</b>
<b>PROGRAM TOTAL</b>			<b>\$ 300,000</b>		<b>\$ (300,000)</b>



## ***VEHICLE EQUIPMENT REPLACEMENT FUND***

### **AUTHORIZED POSITIONS**

CLASSIFICATION TITLES Full Time	STAFF YEARS 2006-07	STAFF YEARS 2007-08	STAFF YEARS 2008-09	CHANGE FROM PRIOR YEAR
FLEET SUPT	1.000	1.000	1.000	
EQUIP MAINT SUPV	1.000	1.000	1.000	
SR EQUIPMENT MECH	5.000	5.000	5.000	
WELDER	1.000	1.000	1.000	
EQUIP MECHANIC	10.000	10.000	10.000	
EQUIP MECH HELPER				
TIRE REPAIRER	1.000	1.000	1.000	
<b>TOTAL FULL TIME</b>	<b>19.000 (19)</b>	<b>19.000 (19)</b>	<b>19.000 (19)</b>	
Part Time	*	*	*	
SKILLED WORKER	0.500 (1)	0.500 (1)	0.500 (1)	
<b>TOTAL PART TIME</b>	<b>0.500</b>	<b>0.500</b>	<b>0.500</b>	
<b>TOTAL STAFF YEARS</b>	<b>19.500 (20)</b>	<b>19.500 (20)</b>	<b>19.500 (20)</b>	

\* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

NOTE: Skilled Worker position is a full-time position split equally between Funds 498 and 532.

## ***MUNICIPAL BUILDING REPLACEMENT FUND***

### **AUTHORIZED POSITIONS**

CLASSIFICATION TITLES Full Time	STAFF YEARS 2006-07	STAFF YEARS 2007-08	STAFF YEARS 2008-09	CHANGE FROM PRIOR YEAR
UTILITY WORKER	1.000	1.000	1.000	
<b>TOTAL FULL TIME</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	
	*	*	*	
<b>TOTAL STAFF YEARS</b>	<b>1.000 (1)</b>	<b>1.000 (1)</b>	<b>1.000 (1)</b>	

\* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

# **COMMUNICATIONS EQUIPMENT REPLACEMENT FUND**

## **AUTHORIZED POSITIONS**

CLASSIFICATION TITLES Full Time	STAFF YEARS 2006-07		STAFF YEARS 2007-08		STAFF YEARS 2008-09		CHANGE FROM PRIOR YEAR
MANAGER COMM SYSTEMS	1.000		1.000		1.000		
TEST TECHNICIAN SUPV	1.000						
SR TEST TECHNICIAN	1.000						
SR COMM TECHNICIAN	2.000		1.000		1.000		
COMM TECHNICIAN	1.000		3.000		3.000		
COMM TECHNICIAN SUPV			1.000		1.000		
TOTAL FULL TIME	6.000	(6)	6.000	(6)	6.000	(6)	
<b>TOTAL STAFF YEARS</b>	6.000	(6)	6.000	(6)	6.000	(6)	

\* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

COMMUNICATIONS FUND (535) AUTHORIZED POSITIONS ARE ALSO LISTED IN BWP AUTHORIZED POSITIONS.